



Dryden Flight Research Center
Edwards, California 93523-0273

DOP-Y-002
Revision B

DRYDEN ORGANIZATIONAL PROCEDURE

CODE Y

AIRBORNE SCIENCE CAPABILITY IMPROVEMENT

Electronically Approved by:
Director, Airborne Science

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

| Dryden Organizational Procedure | | |
|---------------------------------|-----------|-------------|
| Capability Improvement | DOP-Y-002 | Revision: B |
| | | Page 1 of 3 |

DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

| DATE APPROVED | ISSUE | PAGE | AMENDMENT DETAILS |
|-------------------------------|------------|------|--|
| 2/4/99 | Baseline | | |
| 4/2/99 | Revision A | ALL | <p>Para 4.3 added "Aircraft modification/upgrade proposals will be assigned to a Mission Manager or Operations Engineer for implementation."</p> <p>Para 4.4 changed "appropriate Airborne Science Manager" to "individual assigned".</p> <p>Para 2 changed title of DCP-X-003 to "Management System Corrective and Preventive Action Through Opportunity for Improvement".</p> <p>Para 4.2 numbered sub-bullets and changed "Schedule of installation" to "Implementation schedule".</p> <p>Revised this Document History Page.</p> |
| See IDMS Document Master List | Revision B | 2 | <p>Para 1.0 & 4.B: Minor rewording for added clarity.</p> <p>Para 2.0: Added DOP-Y-007, deleted DCP-X-007.</p> <p>Para 4.1 : Added two sentences starting with "However, the Program manager...".</p> |
| | | | |

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
 ARE FOR REFERENCE ONLY
 THIS SITE IS UPDATED EVERY 30 DAYS

| Dryden Organizational Procedure | | |
|---------------------------------|-----------|-------------|
| Capability Improvement | DOP-Y-002 | Revision: B |
| | | Page 2 of 3 |

1.0 PURPOSE

This procedure establishes the processes and responsibilities for making improvements within the Airborne Science Directorate. All Airborne Science personnel are expected to contribute actively to sustaining and continually improving facilities, capabilities and processes to meet customers' current and future requirements safely and efficiently.

2.0 APPLICABLE DOCUMENTS

DCP-X-003, Management System Corrective and Preventive Action through Opportunity for Improvement
DOP-Y-007, Airborne Science Configuration Control Board Process

3.0 ACRONYMS

POP - Program Operations Plan
OPR - Office of Primary Responsibility

4.0 INSTRUCTIONS

A. Aircraft/Facility Improvement and Modification Funding

- 4.1 Aircraft/Facility modifications, improvements, or equipment upgrade proposals will be presented in writing to the Director, Deputy Director or Program Manager for Airborne Science for consideration. However, the Program Manager or a senior manager may approve, for direct implementation, upgrades to existing equipment where form, fit, and function are essentially unaffected (i.e.: an older HF radio replaced with a new model). Standard CCB procedures (DOP-Y-007) apply. Special attention should be made on major proposals to the POP submission cycle.
- 4.2 The presentation will cover, as a minimum:
 - 4.2.1 Requirement or need statement
 - 4.2.2 Technical Description
 - 4.2.3 Cost to become operational
 - 4.2.4 Implementation Schedule
 - 4.2.5 Expected benefits (short/long term)

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

| Dryden Organizational Procedure | | |
|---------------------------------|-----------|-------------|
| Capability Improvement | DOP-Y-002 | Revision: B |
| | | Page 3 of 3 |

4.2.6 Options considered

4.2.7 Reason for selecting the proposed option

4.3 The Director, Deputy Director or Program Manager will approve, in writing, any proposals accepted. Aircraft modification/upgrade proposals will be assigned to a Mission Manager or Operations Engineer for implementation. The directorate secretary will retain the file copy of approved proposal decisions. All other proposals will be returned to the proposer.

4.4 The individual assigned will initiate and manage approved proposal implementation through work order or other process.

B. Process Improvements

Process improvement recommendations will be presented to the process OPR for consideration. Airborne Science OPRs are identified as part of each process's documentation (DOP, DEI, DHB, etc.). Process OPRs will set appropriate presentation requirements and determine approval level. The directorate secretary will retain the file copy of approved proposal decisions.

C. Customer Feedback

All members of the Airborne Science Directorate are responsible for accepting feedback from customers and presenting it to directorate management. Feedback may be presented at weekly staff/scheduling meetings, lessons learned sessions, via e-mail or in writing. The directorate secretary will retain a file copy of feedback received and actions taken.

5.0 PROCESS OPR

The Airborne Science Director is the OPR for this process.